

## Revision Log

Class: PA420

Date: 01.10.2012

| Page/<br>Slide # | Revision  |
|------------------|---|
| <b>NEW</b>       | <b>Student Guide</b>                                  |
| --               | Global grammatical and cosmetic changes.              |
| 33               | Slide: new screen capture                             |
| 43               | Slide: Corrected slide title to read "LOA – Military" |

| Page/<br>Slide # | Revision   |
|------------------|--|
| <b>NEW</b>       | <b>Exercise Guide</b>  |
| --               | Global grammatical and cosmetic changes.   |
| 3                | Scenario: Part II: deleted "and Funding"   |
| 4                | Step 14: change WF to PCR  |
| 5                | Section Heading Part II: updated to read "Watch as the Instructor demonstrates the Agency approval level"  |
| 6                | Delete Step 24<br>New Step 25: Org Assignment – add Contract field NOTE<br>New Step 25: Monitoring of Tasks – move report information to Comments data section (page 7)  |
| 8                | Step 25: Planned Working Time – updated text after screen capture  |
|                  | Step 25: Subtypes for infotype Absences pop-up – changed text to:<br><i>If the employee should not accrue leave or longevity while on unpaid leave, enter Time code 9400 (LWOP) in IT2001.</i><br>Step 27: NOTE: added text...<br><i>Due to system configuration, you may not be able to create another PCR or the system could default the wrong data with more than one approved PCR status.</i> |
| 10               | Q/A 4: Answer...change WF to PCR   |
| 11               | Step 3 – Change the second instance of 10/01 to 9/30   |
| 12               | Step 9: Reason – deleted "Extended"  |
| 14               | Step 29: moved Reason row to step 30 data table<br>Step 30: From – changed field name to <b>Start</b> ... changed WF to PCR<br>Step 30: Action Type – change text to "Leave of Absence defaults"<br>Deleted Step 32<br>Deleted Step 33<br>New Step 31: Actions – changed all occurrences of WF to PCR  |
| 15               | New Step 31: Org Assignment – add Contract field NOTE<br>New Step 31: Monitoring of Tasks – move report information to Comments data section (page 15)   |
| 16               | New Step 31: Planned Working Time – updated text after screen capture<br>New Step 31: Subtypes for Time Quota Comp Pop-up – changed text from "Cancel" to "Close"  |
| 18               | New Step 37: Updated text in "Start date"  |
| 19               | Scenario and Exercise: updated LOA action names  |
| 22               | Step 28 j: added BEST PRACTICE text<br>Step 30: From – added NOTE  |

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|----|--|---|
|    |  | Deleted Step 31<br>New Step 32: changed all occurrences of WF to PCR  |
| 23 |  | New Step 32: Org Assignment – add Contract field NOTE<br>New Step 32: Monitoring of Tasks – move report information to Comments data section  |
| 24 |  | New Step 32: Planned Working Time – updated text after screen capture<br>New Step 32: Subtypes for Time Quota Comp Pop-up – changed text from “Cancel” to “Close”   |
| 27 |  | Added NOTE prior to numbered list.<br>Added BEST PRACTICE note at end of page.  |
| 28 |  | Scenario and Exercise: updated LOA action names   |
| 32 |  | Subtypes for Absences: added code for Military Active Duty (9630)   |
| 33 |  | Updated answers to Questions 1,2 and 4  |
| 34 |  | Scenario: updated NOTE.<br><i>“Appointment Change action to change their EE Subgroup and their work schedule. You will have to verify each time before you process the Reinstatement.”</i><br>Part 1 Updated Action to “Reinstatement/Reemployment” |